

**Department of Workforce Services
Wasatch North Regional Council Meeting Minutes
Ogden Employment Center
480 27th Street, Ogden
Wednesday, May 5, 2004**

Attendees:

Kathleen Alder (Past Chair)
Sharon Anderson
Byron Beck
Cathy Bolin for David Petersen
Paul Evans
Larry Facer
Colleen Gudreau
Harold Hess
Steven Hoellein
Brent Petersen
John Petroff
Cecil Robinson
Lou Seamons for Bryan Bowles
Tommy Smith
Scott Sneddon
Julie Snowball
Chris Terry
Karen Thurber
Mary Williams
Kathy Worley
Jan Zogmaister

Computer Software Solutions
Family Connection Center
Browning, Morgan County
Ogden-Weber Applied Technology College
South Davis Community Hospital
Plumbers Local 348
Hill Air Force Base
State of Utah, Department of Workforce Services
Felt Auto Parts
Davis Applied Technology College
J.P.'s #1 American Car Care
State of Utah, Division of Youth Corrections
Davis County School District
State of Utah, Division of Rehabilitation
Clearfield Job Corp
Weber State University
America First Credit Union
Neighborhood Development Division
Utah Public Employees Association
Ogden Clinic
National Battery Sales

Excused:

Jacky Bell
Commissioner Camille Cain
Pamela Clark (Chair)
Joree Felker
Mike Hadley
Cory Olson
Commissioner Carol Page
Bart Smith
Christopher Sumpter
Toni Ure

Chromalox
Weber County Commissioner
Executive Director, Family Support Center of Ogden
Herm Hughes
Wells Fargo Bank
Manpower
Davis County Commission
Morgan County Council
Kimberly-Clark
Nutraceuticals Company

Department of Workforce Services Staff:

Jean Fisher
Lesnie Foster
Monteen Gordon
Debbie Herr
Susan Hill
Anthony Kelly
Kathleen Leiker
Chris Mayne
Eileen Moore for Julie Barnes
Debra Nordfelt
Greg Paras
Carrie Peterson
Koral Vasquez

Clearfield Area Manager
Employment Counseling Program Specialist
Director of State Council Affairs and Veteran's Services
Regional Program Team Manager
Council Support Liaison
Ogden Employment Center Business Consultant
South Davis Center Manager
Employment Counseling Program Specialist
Clearfield Business Consultant
South Davis Business Consultant
Roy Employment Center Manager
Executive Secretary
Ogden Employment Center Manager

Guest:

Rick Noorda

Ogden City Schools

The meeting was called to order at 7:30 a.m.

1. Welcome

Kathleen Alder, past Regional Council Chair, welcomed all Council members, and Department of Workforce Services (DWS) staff to the meeting. She led the meeting for Pam Clark, Regional Council Chair, who was excused from the meeting.

New members, Sharon Anderson, of the Family Connection Center, and Kathy Worley, of Ogden Clinic were introduced to the group.

2. Consent Calendar Action Items

Kathleen called for a motion to approve the minutes from the January 7th, 2004 Wasatch North Regional Council meeting.

Action: Steven Hoellein made the motion, Jan Zogmaister seconded, and the Council unanimously approved the January 7th meeting minutes.

3. Task Force Reports

A. Community Building and Families

Sharon Anderson reported the Community Building and Families Task Force would work to support the 2004 planning session goals. The agencies and services available will be evaluated and compared to the needs of the DWS customers who reside in Davis, Morgan and Weber Counties. Possible services for evaluation include childcare, childcare providers, and home ownership.

The Community Building and Families Task Force is interested in recruiting additional members. Sharon invited the Council members who were not assigned to a Task Force or Committee to attend the meetings.

Action: Chris Terry made the motion to approve the Community Building and Families Task Force report, Tommy Smith seconded, and the Council unanimously approved the motion.

B. Employer Committee

Kathy Worley reported that the Employer Committee would be focusing on two goals:

Goal #1: Educate employers through reviewing and dispersing the market study and labor market information.

Melisa Stark, D.W.S. Program Specialist, will collect copies of all of the D.W.S. brochures to be distributed with a survey to employers to inquire if the D.W.S. services offered are the services that the employers want to receive from D.W.S. Susan Hill will e-mail the surveys out to the Employer Committee members prior to their next meeting. The members will evaluate the draft survey and the D.W.S. brochures at the next committee meeting.

Susan will contact the D.W.S. business consultants to request they e-mail her a copy the information for the seminars they are conducting. She will e-mail this information to the Regional Council members.

The members would like to develop a model for Goal #1 to be used to educate job seekers who are ready to obtain employment. Kathy Worley will be responsible for the "good and bad interview techniques" training that will be offered for job seekers.

Employer panels will be conducted at the Ogden E.C., Roy E.C., Clearfield E.C., and the South Davis E.C. A pilot modeling the panels will first be completed at the Ogden E.C. and then offered at the other centers.

Staff from the Ogden Clinic will attend the next Employer Committee meeting to provide the mock interview presentation. Communication, networking skills, and job readiness skills for job seekers will also be presented at the next meeting.

Goal # 2: Educate the D.W.S. job seekers.

An employer panel will offer soft skills and interview training to D.W.S. customers. The panel will also be working with employers to offer the soft skills training to their employees.

Tommy Smith asked if the D.W.S. customers would be mandated to attend the soft skills training.

Koral Vasquez, D.W.S. Ogden E.C. Manager, reported that the Department is mandated to have the training available for their customers. However, it remains their choice to attend.

Tommy Smith asked D.W.S. to provide an explanation as to how long the training had been offered in Davis County.

Debra Nordfelt, South Davis Employment Center Business Consultant, reported the training is being offered on a continuing basis. Currently, the trainings are not well attended by the employers sending their employees. Even though the training information is e-mailed to the Davis County Chamber of Commerce members, and reaches approximately 800 employers.

Karen Thurber asked if the Department offered the soft skills trainings to employers in the Weber County area.

Anthony Kelly, Roy Employment Center Business Consultant, reported the trainings are offered the second Tuesday of each month. Anthony is pursuing advertising the trainings through an e-mail system for the Weber County Chamber of Commerce.

Debby commented that she would like employers to take advantage of the trainings and she asked the Council members to feel free in forwarding the e-mails on to others that may benefit from the available trainings.

Tommy Smith explained that he serves as an executive member of the Weber County Chamber of Commerce. He offered to help Anthony with establishing an e-mail list to advertise the trainings.

Action: Karen Thurber made the motion, Julie Snowball seconded, and the Council unanimously approved the Employer Committee's report.

C. Facilities Task Force

Kathleen Alder, Facilities Task Force Chair, reported the Council would need to vote for approval of the Utah Department of Workforce Services Northern Region Facilities 5-Year Master Plan.

The Task Force members discussed the "overcrowding" issue regarding the Clearfield Employment Center's parking lot.

The proposed Ogden E.C. remodeling feasibility study was also discussed. The study is being completed to consider "squaring off" the Ogden E.C. on the southeast portion of the building for the purpose of adding additional workspace. The study will review Ogden City guidelines regarding how close the building can be located next to the sidewalk. If the addition to the building is found not to be feasible, other options may be considered such as staff occupying additional buildings within close proximity.

The following items were presented to the Council for approval to be included in the Master Plan:

- Ogden E.C. – Request budget for study to determine feasibility of constructing addition to building. FY2004
- Clearfield E.C. – Sell vacated Satellite office to provide funds for DWS facility projects. Work with Gary Adams and D.F.C.M. to request budget and approval to purchase land behind Credit Union to meet parking needs. FY2004.
- Weber/Davis County – Conduct study of customer service needs to determine need for additional EC(s) in the western corridor of Davis and Weber counties. FY2004
- Ogden E.C. – Based on FY04 study, request budget to design and construct addition to building. FY2006
- Ogden E.C. – Construct addition to building. FY2006
- Clearfield E.C. – Purchase land behind Credit Union and pave to meet parking needs. FY2005
- Weber/Davis County – Follow through with findings of study to determine need for additional E.C.(s) in the western corridor of Davis and Weber counties. FY2007
- Weber/Davis County – Follow through with findings of study to build additional E.C.(s) in the western corridor of Davis and Weber counties. FY2008

- Doyle Christensen, D.W.S. Administrative Services Manager, will add a page to the Facilities 5-Year Master Plan that will indicate the previous facility actions that have been completed.

Harold Hess explained the focus for the North Region would be the following three facilities issues:

1. Parking for the Clearfield E.C.
2. A new building for the Logan area staff.
3. The proposed Ogden E.C. remodeling feasibility study.

New Departmental Priorities: Kathleen requested that some research be done to clarify the types of building utilization changes that need to occur in the future with the advancement of technology. The Task Force members are aware that the Northern Region has the desire to remain progressive in delivering services to the community it serves, and will continue to evaluate the locations where the employment centers will operate. E.C. (Employment Center) Design (internal construction and layout for DWS buildings) will be reviewed by the Department.

The Task Force members would like to begin looking at the demographics and bus routes for Weber and Davis Counties in order to update the plan for the future.

Action Item: Susan will contact Dwight Norris, of D.W.S. to determine if there is a new formal process in place to request demographic material from the LMI unit. She will request demographics information for Davis and Weber counties for the following items:

- Projected population growth.
- Projected population growth for customers receiving supportive services.
- Projected population growth for customers receiving unemployment insurance (UI) benefits.
- Projected population growth for customers receiving employer services.
- Projected population growth for customers utilizing job seeker services.

Action Item: Kathleen Alder called for a vote to approve the additions to the Facilities Five-Year Master Plan and the Facilities Task Force report. Jan Zogmaister made the motion, Chris Terry seconded, and the Council unanimously approved the Facilities Task Force report.

D. Training and Marketing Task Force Report

Brent Petersen, Training and Marketing Task Force Chair, provided updated information regarding the progress being made on the 2004 Strategic Planning Session goals. The Training Committee members will coordinate with the Youth Council and Futures through Training (F.T.T.) regarding their efforts with the Workforce Investment Act (W.I.A.) Youth Services contract.

The Task Force will be working to refine their 2004 goals and to make assignments. Goals will include:

- Goal #1:** Strengthening the relationship between employers and D.W.S.
- Goal #2:** Obtaining representation from the Ogden and Weber School Districts.
- Goal #3:** Consider representation from Morgan County.
- Goal #4:** Request Dave Milliken from the State Office of Education attend the Training and Marketing Task Force meetings to provide Education's perspective.
- Goal #5:** Inform employers of D.W.S. services.
- Goal #6:** Send the D.W.S. Labor Market information out to the schools.

The Task Force is waiting for a decision to be made at the state level for D.W.S. on the review of the Memorandums of Understanding (M.O.U.s).

The Task Force will educate the Council members on the process used to approve vendorship applications.

D.W.S. is conducting a pilot project in conjunction with the Department of Corrections to obtain L.M.I. needed for job search for ex-offenders. The offenders can be sent to workshops offering classes in job preparation, resume' writing, mock interviews, and other job seeking skills.

Action Item: Lou Seamons made the motion to vote to approve the Training and Marketing Task Force report. Larry Facer seconded the motion, and the Council unanimously approved the report.

Kathleen Alder thanked Brent Petersen, Kathy Worley, and Sharon Anderson for their reports and the Task Force members for the work they are completing for the Council.

4. Regional Youth Council Report

Cecil Robinson, newly elected Wasatch North Youth Council Chair, provided a report on the topics discussed at the April 6th meeting. The minutes from the past Regional Youth Council meeting were included in the meeting packets. The Council members were directed to the minutes for review of the information considered at the meeting.

The Youth Council is supportive of the Youth Leadership Project through F.T.T.; the project will use \$1,000 of WIA funding that must be spent by June 30, 2004 to support a partnership that will occur between F.T.T., Ogden City Weed and Seed, and the Forest Service. The project will be to redesign the hillside and restore the "Butler Way" sign located on 26th Street.

The Youth Council was provided with a report on the expected reauthorization of the W.I.A. funds. The funds will be allocated to serve 70% of older youth, and 30% of younger youth. The Council has instructed the vendor to move forward with the reauthorization guidelines. The Request for Proposal (R.F.P.) for Youth Services continues to be "on hold" until the reauthorization occurs.

The Foster Care Transitions Project is being strongly supported by Governor Olene Walker. The initiative will be used to help foster children who are transitioning to adult living with the WIA funds. The North Region will be overseeing the pilot program for the State. The Council will be evaluating how the youth are admitted to the F.T.T. program, as the F.T.T. WIA program may need to be amended to include the D.C.F.S. as one of the primary referral sources.

The Council reviewed the goals set at the Strategic Planning Session:

Goal #1: Coordinate Services to Foster Care Population by developing M.O.U.s, and accessing available reports.

Goal #2: Welfare Reality Exercise.

Goal #3: Continue monitoring E.O.M. to council quarterly expenditures.

Goal #4: Process R.F.P.

***Action:** Byron Beck made the motion to vote to approve the Youth Council's report. Chris Terry seconded the motion, and the Council unanimously approved the report.

5. State Youth Council Meeting Report

Jan Zogmaister commended the Council for their good work and supporting the work being done by the Youth Council. She commented that it will be important for the Council to support the youth leadership projects that are state funded that help the youth give back to their communities while representing the interest of Department at the same time.

Jan reported that there would be an emphasis for the Department to serve the "out-of-school" youth but they will also serve the "in-school" youth. The focus of the Department will be to serve the "out-of-school" youth.

The State Youth Council is preparing a state newsletter. Susan Hill will e-mail the newsletter to the Council members upon its completion.

6. Regional Director's Report

Harold Hess, DWS North Region Director, reported on the following information:

- A federal audit was conducted at the Roy E.C., the results of the audit were positive.
- There has been tremendous improvement with the childcare program.
- Raylene Ireland attended the State Council meeting; she reported that the Department had been given a 10-year extension.
- D.W.S. has been federally awarded for the past two-years for the most improvement with the Food Stamps program.
- Council members were provided with an update on the North Region Car Contract.

- A report was distributed on the web orders received by the Department from November, 2002 to March, 2004. The graph recognized that number of employers using the website to list their job orders has increased.
- A marketing initiative directed towards employers has been implemented. A total of five mailings will be sent out to employers.
- Four performance measures for the Department will be include:
 1. Accuracy rates.
 2. Timeliness for expedited issuances.
 3. Negative errors.
 4. Participation rates.
- The targeted area for D.W.S. marketing this fiscal year will be the advertisement of the Food Stamp program to those who would qualify. The ads will be posted as the participation rates have been sanctioned and the Department will need to increase the participation rates.
- Karen Thurber recommended conducting outreach to the food banks in the area by having someone from D.W.S. onsite.
- Harold thanked the Council and Kathleen Alder for all of their good work and support for the Wasatch North Regional Council. He noted that he appreciates all of the time and effort put forth by the Council members.

7. **Other Business**

Monteen Gordon, DWS Director of State Council and Veteran's Services, attended the meeting to provide a presentation on the Department's new mission, vision, code of ethics, and strategic goals. She asked the Regional Council to consider the information as they develop the strategic work goals for the Committees / Task Forces.

Monteen reported that she attended the National Association of Workforce Boards (N.A.W.B.) meeting in Washington D.C. in January of this year. She reported that the Department of Labor developed an excellent soft skills training that would be available for \$60. The training will be completely reproducible if the Council is interested in purchasing it to be used for North Region D.W.S. customers.

The Services to Veteran's Awards will be awarded to the D.W.S. staff who provide exceptional customer service to veterans. Those D.W.S. staff who are awarded the Services to Veterans Award can be nominated for the Eagle Award, the most prestigious award that can be awarded for services to veterans.

Lesnie Foster, Program Specialist for the North Region, distributed two checklists for the vendorship approval process.

Brent Petersen requested that the site of services be included in the checklists, as well as an explanation of what the vendors will provide, and information as to if the program is an accredited program to provide the training services.

Two vendorships were submitted to the Wasatch North Region Council for approval and will be presented to the State Council for final approval after being approved by the Council.

The Council reviewed the vendorship application for Nursing Education Center, located at Lakeview Hospital in Bountiful.

***Action:** Paul Evans made a motion to approve the vendorship application. Karen Thurber seconded the motion, and the Council unanimously approved the vendorship application to be submitted for approval by the State Council.

Lesnie presented the vendorship application for Promax Driving School. She explained that the vendor is located in Layton and has been in business 14-months. The vendor trained 14 students during that past year with 100% placement rates. If the individuals need additional help with job placement the vendor will help the student with their placement. The customer can earn their Commercial Driver's License (C.D.L.) in 4 weeks.

***Action:** Tommy Smith made the motion to approve the Promax Driving School vendorship application. Brent Petersen seconded the motion, and the Council unanimously approved the vendorship application to be submitted for approval by the State Council.

Collen Gudreau introduced Rick Noorda as a representative from Ogden City School District. He reported that the students at Central Middle School (located in Ogden) are not passing the certifications for reading and writing. Cathy Ortega, will be the new superintendent for Central Middle School. She will be recruiting volunteers to tutor Ogden City School District students with their student reading and math skills. He asked the Council members to contact Cathy Anderson at 737-8521 at Central Middle School with any volunteer services they can offer.

8. Public Comment

No general public representatives or non-members of the Regional Council attended the meeting.

9. Adjourn

Kathleen asked the Council members to please attend the Council / Task Force meetings as they are held on a bi-monthly basis.

The meeting was adjourned at 9:20 a.m.

Next full Council Meeting:

Date: August 4, 2004

Time: 7:30 a.m.

Location: Ogden Employment Center